



PERSONNEL AND
READINESS

THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, DC 20301-4000

SEP 3 - 2008



**PERSONNEL AND READINESS
CONTINUOUS PROCESS IMPROVEMENT
COLLABORATION FORUM CHARTER**

I. PURPOSE

This Charter outlines the mission, functions, composition, responsibilities, and procedures for the OUSD (P&R) Continuous Process Improvement (CPI) Collaboration Forum.

II. MISSION

Provide a collaborative forum for the identification and analysis of issues and topics that impact CPI policy, priorities and efforts across the OUSD (P&R).

III. FUNCTIONS

Working with regular points of contact in each of the agencies and activities within OUSD (P&R), the CPI Collaboration Forum will focus on opportunities to:

- Identify and recommend solutions to improve CPI processes and policies to the policy makers within OUSD (P&R), and the OSD CPI Program Office;
- Share information related to CPI efforts, best practices, and challenges within the agencies and activities across OUSD (P&R);
- Review and disseminate information related to changes to business practices or processes that are necessary due to decisions emanating from the Office of the Deputy Secretary of Defense, OSD CPI Program Office, and the OSD CPI Senior Steering Committee.

IV. COMPOSITION

- A. Chair: Chief Change Management, Personnel and Readiness Information Management (P&R IM), OUSD (P&R)
- B. Principal Members:

The following organizations will provide representatives to the CPI Collaboration Forum:

Office of the Assistant Secretary of Defense for Reserve Affairs, OASD (RA)
Office of the Assistant Secretary of Defense for Health Affairs, OASD (HA)
Office of the Deputy Under Secretary of Defense for Readiness, ODUSD (Readiness)
Office of the Deputy Under Secretary of Defense for Program Integration, ODUSD (PI)
Office of the Deputy Under Secretary of Defense for Plans, ODUSD (Plans)



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Office of the Deputy Under Secretary of Defense for Civilian Personnel Policy, ODUSD (CPP)

Office of the Deputy Under Secretary of Defense for Military Personnel Policy, ODUSD (MPP)

Office of the Deputy Under Secretary of Defense for Military Community and Family Policy, ODUSD (MC&FP)

Defense Commissary Agency, DeCA

Department of Defense Education Activity, DoDEA

TRICARE Management Activity, TMA

Defense Human Resources Activity, DHRA HQ

Defense Manpower Data Center, DMDC

V. RESPONSIBILITIES

A. The Chair: The Chief, Change Management Division, P&R IM, will chair the CPI Collaboration Forum and will fulfill the following responsibilities:

- Solicit topics for CPI Collaboration Forum discussion;
- Schedule and facilitate CPI Collaboration Forum meetings;
- Establish milestones and specific deliverables to accomplish objectives outlined under functions;
- Form issue-specific task teams as necessary to conduct research or analysis among CPI Collaboration Forum members;
- Keep the appropriate chains of leadership informed of CPI Collaboration Forum activities;
- Serve as the secretariat;
- Administer the P&R CPI data base.

B. Members: At a minimum, members will:

- Articulate their organization's position in CPI discussions;
- Provide feedback on CPI discussions and decisions to appropriate individuals within their respective organization or program;
- Raise issues to the CPI Collaboration Forum for consideration by the OSD CPI Program Office and the OSD CPI Senior Steering Committee as appropriate;
- Populate the P&R CPI data base with CPI project information and LSS trained personnel information.

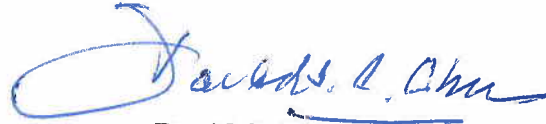
VI. MEETINGS

OUSD (P&R) CPI Collaboration Forum meetings will be scheduled as necessary. OUSD (P&R) CPI Collaboration Forum members may elect to participate in-person or via teleconference.

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VII. EFFECTIVE DATE

This Charter becomes effective upon approval by the Under Secretary of Defense (Personnel and Readiness).



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness